

Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Drug and Alcohol
Job Code / Title:	Drug and Alcohol Prevention Specialist (Working Title Prevention Specialist II)
Position Number:	01
County:	Franklin/Fulton
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, PA 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Part Time
Salary Range:	\$17.30 - \$27.01
Pay Range & Step:	14
Posting Length:	10 Business Days
Posting Dates:	05/24/2016 – 06/08/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	25 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	06/08/2016

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Transfer
- Voluntary Demotion
- Reemployment
- Merit System

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as a Drug and Alcohol Prevention Specialist Trainee;
or A Bachelor's Degree in Health Education, Education, the Social or Behavioral Sciences or related fields and one year experience in drug and alcohol prevention work;
or Any equivalent combination of experience and training.

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2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

SELECTION CRITERIA

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 06/08/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

DRUG/ALCOHOL PREVENTION SPECIALIST II

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To provide a comprehensive County-wide drug/alcohol prevention program which offers programs and education concerning drug and alcohol prevention and awareness.

ESSENTIAL FUNCTIONS OF JOB

1. Develops, implements and maintains a County-wide Drug/Alcohol prevention and community education program, including programs for youth, seniors, women, parents, etc.
2. Assists and empowers community groups to include prevention initiatives in their goals and to participate in active prevention practices.
3. Provides technical assistance to schools, community agencies, businesses, industry, etc. regarding drug/alcohol programs, preventions and awareness.
4. Coordinates County-wide prevention initiatives and cooperative efforts.
5. Responds to requests of community groups for educational programming.
6. Utilizes various media techniques in order to disseminate information; i.e., newsletter, newspaper, etc.
7. Provides educational and informational programs to general public relating to identification of drug/alcohol behavior, problems, scope of problem and community resources.
8. Identifies high risk target populations and develops appropriate strategies.
9. Assesses impact and effectiveness of prevention efforts.
10. Maintains records and statistics on programs and other necessary data.
11. Orders and previews educational and training materials and makes recommendations for use or return.
12. Maintains resource library for reference materials, books, etc.
13. Travels frequently to perform essential duties.

OTHER DUTIES OF JOB

1. Attends meetings and training as necessary.
2. Performs other job related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and little supervision from Drug/Alcohol Program Specialist in regard to daily work duties.

DRUG/ALCOHOL PREVENTION SPECIALIST II
Position Description

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SUPERVISION GIVEN

Provides technical instruction to staff, community groups, volunteers and others regarding drug/alcohol prevention and awareness techniques and programs.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DRUG/ALCOHOL PREVENTION SPECIALIST II AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.